

# 2009 Business Checklist

Company name \_\_\_\_\_

Signature & Date \_\_\_\_\_

## TAX RETURN DUE DATES: CORPORATIONS BY MARCH 15 - PARTNERSHIPS APRIL 15

List of **expenses**, with totals, for the year. (Credit card bills incurred, but not paid, are usually deductible). Total **revenue** for the year, including **investment income**. (Please include a separate sheet for this, and anything else that will not fit in the space available).

**Cash on hand** as of December 31. (Deduct checks written but not cleared). \_\_\_\_\_

**Interest you paid** on loans from banks and credit cards. Please list and describe each loan and the amount of interest for the year (you may have to call the finance company). This includes all loans to the company, including vehicles, equipment, mortgages, loans from shareholders, and credit cards.

\_\_\_\_\_  
\_\_\_\_\_

**Balance owed on outstanding loans and credit cards**, as of December 31. This includes all loans to the company, including vehicles, equipment, mortgages, credit cards, and loans from shareholders. (The amount of money that you put into the company personally, that was not repaid)

\_\_\_\_\_  
\_\_\_\_\_

Please give a total for any money you took out of the company in the form of a **distribution** or **draw**.

This would include any amounts above the repayment of loans, and W-2 wages. \_\_\_\_\_

**Business miles** on personal vehicle(s). In 2009 the standard mileage rate was 55 cents/mile. It is best if you bill the company for these miles, and then write a check to yourself as reimbursement. (For 2010 the standard mileage rate is 50 cents per mile). If it is a **company-owned vehicle**, please give us a business-use percentage, based on personal miles, business miles, and total miles for the year. If you **lease** a vehicle, we will need the make of the vehicle, monthly payment, date the lease was signed, and the retail value, in addition to personal, business, and total miles.

Car 1 \_\_\_\_\_ / \_\_\_\_\_ Car 2 \_\_\_\_\_ / \_\_\_\_\_ Check was issued for 2008 miles, Y or N

Please list all **fixed assets purchased** during the year, including date of purchase and cost. A fixed asset is any one item purchased for over \$300. These items will have to be depreciated. Please also list any items **sold** or **traded**, along with date of sale and selling price.

\_\_\_\_\_  
\_\_\_\_\_

Any other **expenses paid personally** by the shareholders, for example, small cash purchases or items charged on your personal credit card. If you work from your home, we may be able to deduct a percentage of your home utilities, homeowner's insurance, internet and mortgage interest. (It is best if you bill the company for these expenses, and then write a check to yourself as reimbursement).

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Please give us **ending inventory** amount, if you have inventory. \_\_\_\_\_